

## Minutes

### Meeting of the SWMPF Social Planning Working Group 9.30am – 11:30am, 16 April 2015 City of Melville

**Chair:** Jennifer Valesini (Senior Project Officer - Community Engagement, City of Fremantle)

**Participants:** Jane Brinsden (Librarian, Fre-info community information service, City of Fremantle); Chloe Lawrence (Community Development Officer, City of Cockburn); Kellie Bennett, (Community Development Coordinator, City of Melville); Michael Bosley-Smith (Manager Research and Evaluation, Department for Local Government and Communities); Yayoi Ikeda (Department for Local Government and Communities); Jenni Gordon, (SWMPF Senior Research and Operations Officer); Michael Cordery (Fremantle Medicare Local) Robert Shaw, SMYL Community Services).

#### **Apologies:**

Karin Mac Arthur (SWMPF Community Partnership Broker); Nadine Hicks (Manager, Corporate Services, St Patrick's Community Support Centre); Angela Zeck (local resident); Megan Milligan (Senior Health Promotion Coordinator, South Metropolitan Population Health Unit)

#### **1. Welcome, introduction and apologies**

#### **2. Volunteer to take minutes**

Robert Shaw, SMYL Community Services

#### **3. Approval of minutes of meeting 19 March 2015**

The minutes were approved without change.

#### **4. Business arising from previous minutes**

##### **Service Mapping:**

Michael Bosley-Smith (Department for Local Government and Communities) provided an update on the data gathering so far; the sample data made available from existing databases does indicate that a data cleansing process will be required; this was discussed at length.

##### **Discussion**

1. Who will undertake the initial data cleansing (workload most likely fall on LGAs)

- Should data be prepared as a one-off manual exercise with annual manual updates or
- should the data be manually cleansed and prepared for future automated updates.

The automated version was preferred; however this may require future training to be provided to persons required to input future data.

2. The project timeline may be pushed out to August/ September due to above factors.
3. The software to be used to publish the dynamic Map is yet to be decided.
4. Where the online map will be published (when ready) is yet to be decided.
5. The scoping of services and data fields to be included in the mapping will be clarified today - at a second meeting to be held at the conclusion of today's working group meeting.

## 5. **Action Plan:**

### Discussion

#### Evaluation

1. What is to be evaluated?
2. Who will evaluate?

Advice was provided that an evaluator from Curtin University, Dr Amma Buckley, has been appointed to work with Karin to conduct the overall evaluation of SWMPF, including the Social Planning project. Amma and Karin are currently working on the measurement instruments to be used. Karin will report back to the working group as soon as these have been developed.

3. What baseline might "service uptake" be measured against; some discussion took place about "how to generate appropriate baseline data".

### Action

It was suggested that the Evaluator be invited to a future SP Working Group meeting to outline appropriate details or that Karin MacArthur (SWMPF Community Partnership Broker) upon her return may be able to provide the specific information.

## 6. **Other Business:**

### **Community Profiles:**

#### Discussion

1. A question arose – “where are the “Community Profiles” currently available for online download”?

The group had previously agreed these were designed for services/service planners and were therefore not meant for general distribution.

Action

Distribution of an e-version will be resent to all committee members; a copy will also be forwarded to Michael Bosley-Smith (Department for Local Government and Communities).

- Yayoi Ikeda (Department for Local Government and Communities) on leave June/July.

**7. Next Meeting:**

21<sup>st</sup> May 2015- St. Pat’s, Queen Victoria